

SECTION 1.0 REQUIREMENTS AND PREREQUISITES

1.1 Introduction

This manual provides instruction on how to use the Case Management / Electronic Case File System. CM/ECF, as the system is referred to throughout this manual, allows users to electronically file court documents, view official docket sheets and documents associated with cases, and query various case reports via the Internet. This system follows, and shall be used in conjunction with the naming, format conventions, and procedures set out in the Federal Rules of Civil Procedure, the Local Rules of Civil Practice and Procedure as amended June 1, 2002 (see specifically, Local Rule 100 - CM/ECF Electronic Filings), and the administrative orders and policies of the United States District Court for the District of Oregon.

1.2 User Experience

- (a) It is expected that all CM/ECF project participants will have a working knowledge of Windows 3.11 or Windows 95 or higher. The user should be familiar with:
- Opening and closing programs
 - Moving, minimizing and maximizing windows
 - Operating menus, text fields, drop down list boxes, scroll bars and other windows objects using the keyboard and a mouse
 - Switching between programs using a mouse and a keyboard
 - Understanding files and directories and file system hierarchy
 - Using file browse dialog boxes, and
 - Selecting multiple items from a list.
- (b) It is expected that all CM/ECF project participants have a working knowledge of use of an Internet browser. The user should know how to:
- Locate and browse a specific web address by typing the address in the location field
 - Create and use bookmarks / create favorites
 - Identify and operate hypertext links, and
 - Print from a web browser.

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- (c) It is expected that all CM/ECF project participants will know how to use their firm's word processor software. It is particularly important that the user know how to print from their word processor.
- (d) CM/ECF project participants must also be familiar with Adobe Acrobat document conversion protocols.

1.3 Hardware Requirements

- (a) A personal computer, a Pentium PC is recommended, running a standard platform such as Windows 95, Windows NT, or Macintosh.
- (b) Access to a scanner will be necessary to submit any type of document that is not generated by word processing software. Photographs, drawings and other exhibits of this nature fall under this category.

1.4 Software Requirements

- (a) Netscape Communicator software version 4.7 or greater, or Microsoft Internet Explorer 5.0 or greater.
- (b) Adobe Acrobat Reader + .pdf Writer software. Details on how to obtain this software can be found on the web at adobe.com or by telephone at 888-502-5275.
- (c) Windows-based or Macintosh word processor. Any DOS based word processor will be insufficient since the Adobe Acrobat software will be unable to generate a PDF file from these word processors.
- (d) Internet provider using Point-to-Point Protocol (PPP).
- (e) Access to electronic mail (E-mail).

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1.5 Registration

Registration is required for participation in this system. Registration forms may be obtained from the Clerk's Office or via the court's Internet site address: ord.uscourts.gov. (See [Section 2.0](#) and [LR 83 - Attorney Registration Requirements](#).)

1.6 CM/ECF Login & Password

New users will receive login and password identification following registration. To ensure the integrity of the court's electronic case files, users must employ the highest standard of care in safeguarding the login and password. In no instance shall an attorney communicate this information to anyone unless the recipient is an employee of the attorney or law firm. Such communication may only be made in conjunction with caution to the recipient that the CM/ECF login and password may only be used in exercise of the attorney's authority as an officer of this court and that it constitutes the filer's signature pursuant to [Fed. R. Civ. P. 11](#) on all submissions made to the system. Attorneys may change their own login and password at any time through maintenance of their user account. If an attorney has forgotten or misplaced the login and/or password, he/she should contact the court to have new ones issued.

1.7 PACER (Public Access to Court Electronic Records) Account

Non-court user's must have a PACER Account. The U.S. Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the charge of \$.07 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the seven cents per page charge for a maximum of \$2.10 (the equivalent of 30 pages) for electronic access to any single document. When charges are accrued, a transaction receipt will appear before the document viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user can click the "View document" button to proceed, or use the browser's Back button to cancel the request.

The PACER Service Center sends quarterly statements to account holders. For any balance that is less than \$10, payment will be deferred until the next quarter. For more information regarding billing and payment requirements and to obtain a registration form for this account, users may contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or via e-mail at pacer@psc.uscourts.gov. There is no fee to obtain the account. It takes approximately one week to receive a login and password from the PACER Service Center.